

**LIBRARY ADVISORY COMMISSION
CITY OF MILPITAS
Monday, November 17, 2008**

APPROVED MINUTES

Minutes: Meeting of the Library Advisory Commission (LAC)
Date of Meeting: November 17, 2008
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd.,
Committee Room

Call to Order: Vice Chairperson Aoalin called the meeting to order at 7:00 p.m.

I. Roll Call Commissioners Present: Aoalin, Stephens, Wang, Chou, Montano,
Estioko and Alternates Phan and Pham

Commissioner Excused Absent: Hay

City Council Liaison Present: Councilmember Giordano

County Staff Present: Community Librarian Arbaugh,
County Librarian Cervantes

City Staff Present: Rosana Cacao, Acting Community Center
Supervisor

Lisa Ciardella, Recording Secretary

Greg Armendariz, Public Works Director

II. Seating of Alternates

Commissioner Phan was seated.

III. Flag Salute

Vice-Chairperson Aoalin led the Commission in the Pledge of
Allegiance

IV. Approval of Minutes

MOTION to approve the minutes of September 15, 2008 with changes noted:

M/S: Montano/Stephens

Ayes: All

V. Announcements and Correspondence:

Commissioner Aoalin congratulated Councilmember Giordano on
her recent City Council victory.

VI. Public Forum: None

VII. Adoption of Agenda:

MOTION to approve agenda as submitted.

M/S: Montano/Stephens

Ayes: All

VIII. Unfinished Business:

1. Library Building Project Update

Greg Armendariz provided the commission with an update of the library building project. The project remains on schedule and within budget. The streetscape is in progress on N. Main St. Street paving is currently being done as well as the installation of the traffic signals. All streetscape will be completed by the grand opening. Security guards are monitoring the property to discourage any vandalism.

Commissioner Stephens asked if VTA can change their route to be more conveniently located by the library. Mr. Armendariz responded that the City would like to have a “community bus” within Milpitas and they will be working with VTA to create that.

2. Marketing and Donation Outreach Plan

The Standard Operating Procedure *Financial Donations Policy & Procedures for the Milpitas Public Library* was adopted by the City Council on September 16, 2008. The Commission reviewed the plan and discussed the Marketing and Outreach Plan.

MOTION to fix the numbering in the Procedures and Guidelines and to add “educators” to the list of groups that will receive the donation solicitation letter, brochure and a donation form.

M/S: Estioko/Montano

Ayes: All

IX. New Business:

None.

X. Other Business

1. Friends of the Milpitas Library

2. County Librarian Report

The 5th annual Library Friends and Commissioners Forum will be held on Saturday, February 7, 2009 from 9:00am to Noon at the Library Administration offices.

The Library JPA Board adopted the Santa Clara County Strategic Plan at their October meeting. The Plan will soon be posted on the Library website.

The City of Gilroy passed a \$37 million Library Bond Measure with 68.74% yes votes.

The kick-off event for the 2009 Silicon Valley Reads program will be held at the Campbell Heritage Theatre on Tuesday, January 13, 2009 at 7:30pm.

The Santa Clara County Library once again ranks in the Top 100 libraries nationwide according to Hennen's American Public Library Rankings published in *American Libraries*, November 2008.

The next regular meeting of the Library JPA Board is scheduled for Thursday, January 22, 2009 at 1:30pm at the Library Administration Offices in Los Gatos.

Sarah Flowers, Deputy County Librarian has announced her retirement effective December 27, 2008.

3. Community Librarian Report

The library is now closed for the move to the new building. Staff was given a tour of the new building and then began packing their offices, boxing up the contents of the reference desk drawers and getting ready to check out holds to the public. Holds will be available in the community room Tuesday – Saturday from 2:00-6:00pm. A soft opening is expected at the end of December or beginning of January with the grand opening on Saturday, January 10.

A new half time adult librarian, Shoshana Francis will begin work on December 29.

Ian Bauer from the Milpitas Post has interviewed Ms. Arbaugh and a reporter from the San Jose Mercury News has also visited. The Mercury News is planning a feature article on the new library which will probably run in December.

4. City Council Report

None.

5. City Staff Report

Library Advisory Commission Meeting of November 17, 2008

Unapproved Minutes

Page 3 of 4

Rosana Cacao reported that the Tree Lighting Ceremony will take place on December 1, the Festival of Trees on December 4 and Breakfast with Santa on December 6.

XI. Future Agenda Items

January 2009 - Nominations for Chair and Vice-Chair

XII. Adjournment

There being no further business, Vice Chairperson Aoalin adjourned the meeting at 8:45 p.m. to the next regularly scheduled meeting on January 12, 2009 at 7:00 p.m. at the Milpitas Public Library.

MOTION to adjourn the meeting.

M/S: Estioko/Montano

Ayes: All